

# Checklist

## Complete Construction Business Start-up Checklist

### Why Start A Business?

Have you got an idea?

Is it a hobby or business?

Are you doing this for the money or lifestyle?

What are your short and long-term goals?

What defines success to you?

What's your motive for starting a business?

Will you be working full time or part time?

Do you have a business advisor?



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### Is it right for you?

Do you see yourself right for the job?

Do you see yourself right for the job?

Is this the right time?

Do you have the necessary skills?

Do you understand the costs at hand? What costs are there?

Do you have the passion to push through?

Can you afford this to fail? Do you have a survival budget?

Do you have support? Family / Friends



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### What type of business?

What is your vision?

Who is your ideal customer?

Are you starting from scratch? How will you start?



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### Market Research

Is there actually a need for your product / service?

Do you have an existing audience?

Do you understand your target audience needs and desires?

What products / services will you be offering?

Can your audience afford you products / services?

Have you tested the product / service?

Why would your audience choose you over competitors?

Why would your audience choose you over competitors?



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### Your Business Plan

Do you have a business plan in place?

What do you believe is needed in your business plan?

How are you going to fund the business?

Do you have potential clients already?

Is your business plan realistic and robust?

Will your business still be needed in 5-10 years?



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### Business Set Up

Which business structure is right for you?

Have you established your business name?

- Website
- Companies House
- Competition

Any legal or licensing requirements?

Do you have the relevant insurance in place?

Do you have data protection?

Do you need to consider health & safety?

Are there any legal issues that you need to consider



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### Business Set Up (Continued)

have you protected your intellectual rights

Have you opened a bank account?

Do you have an [Accountant?](#)

Do you have a mentor?

Do you have an elevator pitch?

Do you have a mission statement?

Do you have the need IT equipment?

Have you ordered the needed stationary and admin equipment

Have you handled your admin needs or hired a [Virtual Assistant?](#)

Do you have a professional business line?





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### Location, Location, Location

Where is your head of operations going to be located?

Are you going to buy or lease the premises?

Any planning requirements?

Does a [virtual office](#) team suit you better?



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### Funding & Financing

How much funding do you need to get started?

How long will this funding last you?

Have you created a cashflow forecast?

What funding options are available to you?

What is the cost of borrowing?

Have you considered crowdfunding?



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### Accountancy & Tax

Do you need an [Accountant](#) or [Taxation Team](#)?

Do you have a profit & loss forecast?

Do you have a bookkeeping system in place?

Have you considered the tax implications?

How are you going to control credit?

Are there any legal issues that you need to consider



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### Media & Marketing

Have you got a [Media & Marketing team](#) by your side?

Have you created a marketing plan?

Have you finalised branding, design and print?

Have you got social media set up?

Do you have a website and SEO in place?

How are you going to advertise?

How are you intended to gain business?

Are you in any business networking associations?



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### Your Team

Do you need to employ staff?

How are you going to find the right team?

What are your legal responsibilities for your team?

Do you need a [payroll](#) system in place?



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### The Next Steps

Where do you see the business going in 5-10 years?

Can your role be replaced by a manager?

What steps would you need to take to scale the business?

